

EYES ONLY
CONFIDENTIAL

27 September 1957

Personnel 17

MEMORANDUM FOR THE RECORD

25X1A9a

SUBJECT : [REDACTED] Management Staff

REFERENCES: (a) Memo for the Record dtd 10 Aug 57 by DD/S, same subject.
(b) Memo for the Record dtd 19 Sep 57 by DD/S, same subject.

25X1A9a

1. On 27 September 1957 [REDACTED] came to see me and said that apparently there had been a misunderstanding as to the effective date of his retirement. He alleged that he had understood he would submit his application on 1 October 1957 rather than retire on that date. He also said that he had in mind actually retiring about the 19th of October.

25X1A9a

2. I told [REDACTED] that it had been my clear understanding for some time that 1 October would be the effective date of his retirement and that he would recall that at our last meeting on 19 September I had urged him repeatedly to submit his papers to the Office of Personnel without delay so that out-processing could be completed in an orderly manner by 1 October. He said that he would go ahead and retire on 1 October if I insisted, but hoped that he might have a little more time.

3. After a brief discussion it was agreed that he---

a. would apply immediately for retirement to be effective on 31 October 1957;

b. could remain in a duty status through 19 October 1957; and that

c. he would be in a leave status from 19 through 31 October 1957.

25X1A9a

4. I repeated the above arrangements to [REDACTED] and there can be no question but that he fully understands and has agreed to these conditions.

25X1A

DD/S:LKW:laq

25X1A9a

Distribution:

✓ 1 - DD/S E.O. file - [REDACTED]

1 - D/Pers

1 - C/Personnel

1 - IG; 1 - DD/C rhono(ref); 1 - DD/S subject (ref). SEE REVERSE FOR DECLASSIFICATION ACTION

CONFIDENTIAL
EYES ONLY

[REDACTED]
L. K. White
Deputy Director
(Support)

Document No. <u>20</u>	
No Change In Class. <input type="checkbox"/>	
<input type="checkbox"/> Declassified	
Class. Changed to: TC S C	
Next Review Date: _____	
Auth.: HR 70-3	
Date: _____	By: _____